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## UNCG SERVICE AWARDS

Chancellor

*Effective: March 1, 2000*

*Revised: January 28, 2010*



In order to give recognition to the invaluable years of service rendered by all permanent full-time and permanent part-time employees (both faculty and staff) of UNCG, the Chancellor has established a service recognition program to be administered by the Department of Human Resources.

Annually on or about the date of the University Excellence Awards Convocation (usually held in the latter part of April or early May), each division of the University will develop an appropriate program to recognize employees who have completed five or more years of service to UNCG. The centerpiece of the program will be the presentation of service pins designed specifically for this occasion. A unique pin has been designed to be awarded for the following cumulative years of service to UNCG:

- 5 years of service
- 10 years of service
- 15 years of service
- 20 years of service
- 25 years of service
- 30 years of service
- 35 years of service

### **Responsibility of the Department of Human Resources:**

- Provide each division head with a list of all employees who are eligible for a service pin by April 1 of each year.
- Provide each division head the appropriate number of service pins by April 20 of each year.
- Assist as appropriate each division head as requested to develop a program to present the service pins for his/her division.
- Ensure a sufficient supply of service pins are on hand to successfully complete the service pin recognition program for each year.

### **Responsibility of each Division Head:**

- Develop annually an appropriate program to present service pins to employees who have completed the appropriate number of years of cumulative service to UNCG.
- Ensure he/she receives a list of names of eligible employees by April 1 of each year and a sufficient supply of service pins by April 20 of each year.
- Schedule a divisional service pin presentation program on or about the day of the University Excellence Awards Convocation held annually in late April or early May.

Employees will have their eligibility for a service pin determined as of their years of service each May 1. All questions regarding this program are to be referred to the Administrative Secretary in the Department of Human Resources at extension 45009.